

# Northampton County Department of Community & Economic Development

Northampton County Government Center  
669 Washington Street Easton, PA 18042-7499

Phone (610) 559-3200 Fax (610) 559-3775

E-mail: [lsywensky@northamptoncounty.org](mailto:lsywensky@northamptoncounty.org)

R03-12-R-005

**Lori G. Sywensky**

Community Development Administrator

Mr. Don West  
Environmental Management Support, Inc.  
8601 Georgia Avenue, Suite 500  
Silver Spring, MD 20910

**RE: FY2012 Brownfields Revolving Loan Fund Grant Proposal  
\$1,000,000 U.S. EPA Brownfield Revolving Loan Fund Grant  
Northampton County, Pennsylvania**

November 28, 2011

Dear Mr. West,

Please find enclosed the County of Northampton, PA's proposal for an EPA Brownfields Revolving Loan Fund grant (RLF). Since being awarded our initial EPA Brownfields Assessment Pilot Grant in 1998, Northampton County has been collaborating with neighboring Lehigh County, PA through our regional economic development organization (Lehigh Valley Economic Development Corporation – LVEDC) to facilitate the redevelopment of brownfields in our region. Through this partnership we have achieved many successes and recognition for our brownfield efforts.

Most recently, the Lehigh Valley has been awarded \$3.4 million from the U.S. Department of Housing and Urban Development for a Sustainable Communities Regional Planning Grant. This award will allow the region to consider smart growth techniques and practices which will elevate our brownfields efforts to an even higher priority than in the past. This grant will specifically bring focus to brownfields and environmental cleanup as part of our formalized regional planning for Northampton County.

While Northampton County is proud of our past successes, we recognize that there is still cleanup needed. As is detailed throughout our enclosed proposal, many portions of the County continue to wrestle with the legacies of our industrial past. From the many underutilized industrial buildings that still surround the former Bethlehem Steel property to the abandoned mill buildings that dot the Cities of Easton and Bethlehem and our many outlying communities, our industrial past and the many remaining brownfields continue to impact our community.

We are confident that through our significant experience, our regional focus, and the continued support of the EPA Brownfields Program, we will be able to improve human health and the environment, increase our regional tax base, and bring much needed employment opportunities to our residents, all while enhancing the sustainability of our community through the wise redevelopment of brownfield properties.

The following information is provided as requested in the proposal guidelines:

**A. Applicant Identification:** County of Northampton, PA, 669 Washington Street, Easton, PA 18042; Phone: 610-559-3200.

**B. Applicant DUNS number:** 073656647

**C. Funding Requested:**

- a. **Grant Type:** Brownfield Revolving Loan Fund
- b. **Funds Requested:** \$1,000,000 (no cost share waiver requested)
- c. **Contamination:** Hazardous Substances

**D. Location:** County of Northampton, PA

**E. Contacts:**

Project Director:

Lori G. Sywensky  
Community Development Coordinator  
County of Northampton, PA  
669 Washington Street  
Easton, PA 18042  
Phone: 601-559-3200  
Fax: 610-559-3775  
Email: [lsywensky@northamptoncounty.org](mailto:lsywensky@northamptoncounty.org)

Chief Executive

The Honorable John Stoffa  
County Executive  
County of Northampton, PA  
669 Washington Street  
Easton, PA 18042  
Phone: 601-559-3191  
Fax: 610-559-3106  
Email: [jstoffa@northamptoncounty.org](mailto:jstoffa@northamptoncounty.org)

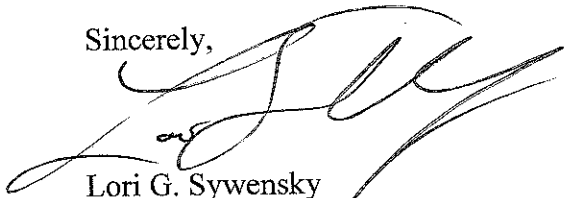
**F. Date Submitted:** November 28, 2011

**G. Project Period:** Five (5) years.

**H. Population:** According to the 2010 American Community Survey 1-year estimate completed by the US Census Bureau, the total population of the County of Northampton, PA in 2010 was 297,735.

We thank the EPA for the opportunity to submit this proposal. Should you have any questions or require any further information regarding this proposal, please contact me at (610) 559-3200. Thank you very much for your time and consideration.

Sincerely,



Lori G. Sywensky  
Community Development Administrator

cc: Mr. Tom Stolle, EPA Region 3

## **THRESHOLD CRITERIA**

**1. Applicant Eligibility:** The County of Northampton (“County”) is a general purpose unit of local government in the Commonwealth of Pennsylvania. The County was the recipient of one previous EPA Brownfields RLF as well as one American Recovery and Reinvestment Act (ARRA)-funded Supplemental RLF grant; the Cooperative Agreements for both have been closed.

**2. Description of Jurisdiction:** The jurisdiction for this RLF grant will be the limits of the County of Northampton, PA. The County is comprised of 38 municipalities, including the Cities of Easton and Bethlehem, and spans nearly 400 square miles.

**3. Letter from the State or Tribal Environmental Authority:** A current letter from PA Department of Environmental Protection acknowledging their recognition of our efforts to complete brownfield cleanup activities through establishing an EPA Revolving Loan Fund is provided as *Attachment A*.

### **4. Oversight Structure and Legal Authority to Manage a Revolving Loan Fund**

**4.a. Cleanup Oversight:** The County takes seriously its responsibility to ensure that all cleanups carried out through RLF funding comply with all applicable federal, state, and local laws and regulations in order to make certain that cleanups are protective of human health and the environment. Through the County’s long-term partnership with the Lehigh Valley Economic Development Corporation’s brownfields initiative, the Lehigh Valley Land Recycling Initiative (LVLRI), the County will improve the welfare and environment of our participant communities through strict adherence to EPA standards as well as by requiring all participants to enroll their sites in Pennsylvania’s Voluntary Cleanup Program (often known as “Act 2”). The initiative is operated by dedicated staff and is overseen by a committee comprised of a broad base of county, municipal, state agency (PA DEP), federal agency (US EPA), utility, local business and local community based organization representatives. Under LVLRI’s management, qualified environmental professionals with appropriate technical expertise will be procured through the provisions of 40 CFR 31.36 in order to oversee the development and implementation of cleanup plans completed through the RLF. These professionals will be able to provide cleanup alternatives analyses, remediation alternative selection, cleanup plan development, quality assurance and health/safety plan creation, and throughout the cleanup itself.

**4.b. Legal Opinion from Counsel:** The County has the authority to access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant and has the authority to perform the actions necessary to manage a revolving loan fund. Documentation from the County’s Legal counsel is provided in *Attachment B*.

**5. Cost Share** Northampton County’s 20% cost share will be met through one or more of the following mechanisms: 1) developer contribution to site environmental response actions; 2) loan agreements that require the match from the loan recipient; 3) resources available from the County’s Industrial Development Authority or General Purpose Authority; and/or 4) in-kind services. The County is not requesting a hardship waiver of the cost share requirements.

## **RANKING CRITERIA**

**1. Community Need:** Northampton County is home to over 280,000 residents. Located in eastern Pennsylvania, it borders New Jersey and is approximately 60 miles north of Philadelphia and 80 miles east of New York City. The Cities of Bethlehem and Easton are the County's urban centers and are surrounded by contiguous suburban municipalities along the southern and central portions of the county. Located along the Delaware and Lehigh rivers, these communities were key communities during the industrial revolution and subsequent decades as home to many steel, cement, and textile producing facilities. Both cities and many surrounding boroughs have experienced significant economic hardship since the decline of the manufacturing industries in the United States. The northern tier, or "Slate Belt," of our County is largely rural and geographically disparate. Once the largest slate-producing region in the world, it is littered with quarries and mine sites, many of which have unfortunately become dumping grounds that jeopardize the health and welfare of our residents. The boroughs that formed as home to the workforce for these mines have many underutilized buildings once used for light industrial and manufacturing uses. While the ongoing redevelopment of major portions of the 1,600 acre Bethlehem Steel site in Bethlehem has begun to help buoy the regional economy, a prevalence of underutilized brownfield sites cause many portions of the County to continue to struggle both environmentally and economically in relation to the state and nation as a whole.

**1.a. Health, Welfare, Environment:** The Lehigh Valley Land Recycling Initiative (LVLRI) maintains an inventory of brownfields within the Lehigh Valley. Currently, the inventory lists 41 brownfields in Northampton County, 30 of which are vacant or underutilized totaling 1307 acres (equivalent to 990 football fields). There are other brownfields within Northampton County as the result of mining iron, lime stone or slate. These activities have left these lands with many "lakes." Various mines were historically used for illegal dumping and represent environmental threats to the communities that surround them.

Northampton County has a legacy steel industry. During this early industrial age, coal was ferried down the Lehigh River and stoked the fires of steel foundries all along the river front. The resulting slag and coal ash aggregate has been used as fill across the region. These two materials have created elevated levels of lead and arsenic in soil on brownfield sites. These soils are often on sites in the inner Cities of Bethlehem and Easton and are left exposed to the people who live in these communities presenting a human health risk. PA DEP has a state wide health standard for direct contact on these contaminants.

The high levels of arsenic and lead in Northampton County soils is problematic to the sensitive populations of the region. According to the Agency for Toxic Substances and Disease Registry, arsenic can cause lung irritation, vomiting, decreased production of red and white cells, abnormal heart rhythm, and other health concerns. Lead affects mainly the nervous system in humans but also affects every organ in one's body. Both contaminants affect children's neurological development and greatly affect their performance in education. The Northampton County holds a high number of brownfields, located in the cities that contain lead and arsenic.

In Northampton County, of children enrolled in special education classes there are high percentages with specific learning disabilities: Bethlehem, 58.7%; Easton, 59.6%; Bangor 48.3%; Pen Argyl 56.3%; Nazareth 46.6%; Pennsylvania, 48.3% (Data from Pennsylvania State Data Center, available at: [http://penndata.hbg.psu.edu/ResourceGuide\\_2010.aspx](http://penndata.hbg.psu.edu/ResourceGuide_2010.aspx)). Brownfields sites within the cities that contain arsenic and lead are highly likely to be causing the percent of

children that have specific learning disabilities to be higher than the rest of Pennsylvania, as shown in the percents above.

Due to the location of a high number of brownfields, the urbanized areas present environmental justice challenges to us to effectively address health implications along with economic distress. These risks include exposure to soil contaminants mentioned above in addition to higher asthma rates and poor air quality. In the inventory, 15 out of 41 of the sites in Northampton County are in the two cities where there is the highest co-occurrence of high concentrations of poverty and minority populations.

Distressed communities in Northampton County are subject to higher asthma rates and an air quality problem that exceeds EPA standards. The Bethlehem Partnership for a Healthy Community formed the Asthma Initiative in 1997 after its survey recognized asthma as the third most prevalent chronic condition in the city. Air quality has long been an issue in the Lehigh Valley, and the stricter air quality standards implemented in March 2008 will result in the area being labeled more severely from “moderate” to “unhealthy” status. The continuing sprawl in the area has contributed to the poor air quality in the downtowns. Northampton County hopes to cleanup brownfields sites with the RLF funds in hopes of slowing sprawl and reducing the area’s growing automobile traffic.

<b>Table 1: Sensitive Populations</b>					
	<b>Northampton County</b>	<b>Easton</b>	<b>Bethlehem</b>	<b>Pennsylvania</b>	<b>National</b>
<b>Population</b>	297,735	26,800	74,982	12,702,379	308,745,538
<b>Percent Minority</b>	13.7%	32.8%	23.6%	18.1%	27.6%
<b>Percent Children (0-14 years of age)</b>	17.8%	18.5%	19.3%	17.8%	19.8%
<b>Percent of Women of Childbearing Age (15-65 years of age)</b>	33.4%	34.3%	34.3%	33.5%	33.7%
<b>Percent Elderly (65 years and over)</b>	9.1%	6.2%	9.8%	9.0%	7.4%

\*All Data in Table 1 is available on the US Census, American Fact Finder Website: <http://factfinder.census.gov/>

**1.b. Financial Need:** Table 2 displays data that shows it is no coincidence that some of our communities most impacted by brownfields are experiencing poverty rates of approximately double the County rate and significantly higher than the statewide rate. Median household income in these communities lags well behind the County-wide and state-wide levels and unemployment in Northampton County is nearly half a point higher than the state-wide figure. Unemployment in Easton and Bethlehem surpass Pennsylvania and National numbers. These statistics point to a clear need to support the revitalization of the brownfields in these communities in order to bring much needed jobs, boost the municipal tax base in order to decrease the tax burden on existing residents, and eliminate blight that is currently disincentivizing private investment in these communities.

In the past, the County and its partners have worked to bring financial resources to bear in these communities to help address these conditions. While there has never been a tremendous wealth of state and local funds available for these efforts, the recent downturn in economic conditions has made state and local funds even more limited. The County, as well as many cities and municipalities in the area, are facing some very difficult budgetary decisions and unfortunately, economic development and social support services are at risk.

In addition, Pennsylvania has reorganized many of its funding programs. This makes it even harder to focus on brownfield redevelopment because funding for many of the programs that support job creation and redevelopment are being eliminated. In the past, the County and the LVLRI have leveraged funding from Pennsylvania that includes Industrial Sites Reuse Programs, Business in Our Sites, and Growing Greener. The funding for all of these programs is being cut and it is unlikely that any state funding will be available in 2012 for brownfields redevelopment.

In Northampton County's outlying communities, 20% of the census block groups are considered to be low-income under HUD's definition for the County's CDBG program. Of these 41 block groups, 23 have a population where at least 50% of the residents are low-income (with 88.1% being the highest). These areas of high levels of residents in poverty exist in all but 4 of the counties 36 townships and boroughs and tend to cluster around former industrial centers (such as Northampton Borough's former cement and textile mills) or more rural quarry towns in the Slatebelt region. Of these 36 communities, 12 have been rated as "high risk" communities during a PA DCED commissioned assessment by The Reinvestment Fund. Each of these communities scored a rating of "5" or higher based on their combined review of income, the number of high-cost mortgages and foreclosures, vacancy rates, and decline in property values. Each of these communities but one share the commonality that they have experienced the closure of industries over the past 30 years that had once been staples of the community. Because they are almost primarily built-up, urbanized communities, few options exist for adding job centers without re-using the existing, abandoned structures littering these towns (2000 Census Bureau census tract data provided by HUD).

<b>Table 2: Financial Need</b>					
	<b>Northampton County</b>	<b>Easton</b>	<b>Bethlehem</b>	<b>Pennsylvania</b>	<b>National</b>
<b>Population</b>	297,735	26,800	74,982	12,702,379	308,745,538
<b>Unemployment Rate</b>	8.9%	9.7%	9.9%	8.3%	9.1%
<b>Median Household Income (dollars)</b>	\$58,522	\$37,074	\$44,321	\$50,289	\$51,222
<b>Per Capita Income (dollars)</b>	\$28,409	\$18,520	\$23,205	\$27,004	\$26,942
<b>Percentage of Families with income the past 12 months below the poverty level</b>	7.0%	25.3%	13.7%	8.8%	10.5%
<b>Percentage of People with income in the past 12 months below the poverty level</b>	9.4%	25.4%	17.4%	12.8%	14.4%
<b>Percentage of Persons 25 yrs and over with up to 12th grade, no diploma</b>	12.6%	23.6%	14.4%	12.1%	14.7%

\*In Table 2: Unemployment rate is available on the PA Department of Labor and Industry website at <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=552911&mode=2>; all other data is available on the US Census, American Fact Finder Website: <http://factfinder2.census.gov/>

## **2. Program Description and Feasibility of Success**

### **2.a. Program Description**

**2.a.i. Description of program and use of RLF funding:** Since 1998, Northampton County has been partnering with neighboring Lehigh County on the regional brownfields redevelopment program, the Lehigh Valley Land Recycling Initiative (LVLRI). This program is administered through the Lehigh Valley Economic Development Corporation (LVEDC), the regional not-for-

profit economic development agency for the two-county area. The LVLRI works to support smart growth, fostering economic development while protecting human health and the environment and the preserving of open space. The initiative is operated by dedicated staff and is overseen by a committee comprised of a broad base of county, municipal, state agency (PA DEP), federal agency (US EPA), utility, local business and local community based organization representatives. LVEDC staff dedicated to the LVLRI will act as the both program support and site manager for the County. The LVLRI also partnered with the County in this manner on their previous RLF. For more than a decade Northampton County contributes \$50,000 annually from its general fund to support staffing and administration of the LVLRI. For this new RLF, the LVLRI Coordinator will continue the role as program manager and will prepare quarterly reports, FSR, FCT, and DBE forms. The LVLRI also has an advisory committee that reviews projects, oversees the level of support that a project is given, and ensures that all efforts meet the regulations of CERCLA.

Through the partnership, Northampton County is leveraging the LVLRI's existing structure that currently oversees brownfield assessment within Northampton County. The larger structure of LVEDC as the region's economic development corporation assists in marketing and site planning for these properties. While the LVLRI has the capacity to oversee clean-up of these sites, funds are extremely limited for remediation and private developers have all but stopped considering these sites in the current economic environment. Adding the RLF would provide additional incentives and resources available to redevelop these sites. The partnership between Northampton County, LVLRI, and Community Based Organizations (CBO) will accomplish the overall **administration of the RLF funds** through the below identified steps in Table 3.

Table 3: Administration roles of RLF funds				
Activity		Partner		
		NC	LVEDC	CBO
1	Identifying environmental justice issues by focusing planning and outreach activities in areas of the county where sensitive populations exist.	X	X	X
2	Market the RLF into the package of financial incentives through the County and LVEDC available for eligible municipalities, not-for-profits, and private developers who are completing brownfield redevelopment projects in the County.	X	X	
3	Providing low interest loans and subgrants to eligible entities in order to remediate brownfield sites in the County.	X		
4a	Provide project management between the client and qualified environmental professionals during the cleanup activities at the site.		X	
4b	Engaging impacted community members in transparent cleanup planning decision making processes.	X	X	X
5	Continuing to work to develop a self-sustaining revolving loan fund program to provide funding for future brownfield cleanup projects.	X		

Northampton County expects to provide loans and subgrant products for eligible environmental actions at priority sites where mitigation and redevelopment will reduce threats to human health and the environment and generate new tax revenue, housing and/or jobs. No minimum or maximum loan amounts will be established, but the County expects to create loans or subgrants up to \$250,000 per site. Interest will be based on the level of risk associated with the loan, project economics, borrower credit worthiness, repayment schedule, likelihood of cleanup

success, and whether the loan is subordinated. Interest rates will range from .1-5%, with the lowest rates reserved for use by municipal authorities or non-profit development corporations. Loan terms will be typically 3-10 years, with the possibility that payments can be deferred for one – three years to allow project completion and generation of positive cash flow. Loans will be securitized through subordinated mortgages in order to collateralize default if the development fails or generates insufficient cash flow to repay the loan. Ten percent of any total loan or subgrant amount will be retained until the cleanup project has been completed to the satisfaction of the program manager. The County will track disbursement activity, borrower profiles, loan periods, repayment schedules and ability to reuse funds for new projects.

To select projects, potential borrowers will be required to provide a written description of the project that must include a legal address of the site and the intended end use. Information on the environmental conditions (Phase I/II site assessments) will need to be provided and the proposed cleanup approach that will be used to address those conditions identified. Each project will be examined in the context of loan screening criteria with input from representatives from various economic development organizations and banks currently participating with the regional brownfields initiative. The project will have to proceed through the State's Voluntary Cleanup Program. In addition, beneficial environmental and economic development impacts on the surrounding area, such as what the likelihood is that completion of a particular project will spur additional redevelopment and investment in the area, will be factored into the loan decision.

In order to ensure that the 20% cost share requirement for the RLF grant is met, the County intends to require that each borrower and/or subgrantee commit to providing at least 20%-25% (depending on the merits of the project and the nature of the borrower/subgrantee) of the eligible cleanup costs through non-federal sources, through fees or interest repaid, or through a combination thereof. This requirement will be included in all agreements executed to ensure compliance, and all borrowers/subgrantees will need to submit documentation to support their compliance with the cost sharing requirement prior to being reimbursed for eligible costs through the County's RLF. The County will allow borrowers/subgrantees to meet their cost share requirement by providing in-kind labor, materials, or other services, but the value of these services will need to be appropriately documented and the eligibility of these expenses will need to be authorized by the County prior to any reimbursement through RLF funds.

We will also seek to leverage RLF funds to yield additional resources to fund other elements of brownfield redevelopment projects. The County and the LVLRI routinely seek state or local funds to support work such as demolition, utilities extensions, or infrastructure improvements at brownfields sites. Many of these sources require matching funds which are often difficult to come by, particularly on municipally-led projects. RLF funds can serve as those crucial matching funds, thus increasing their impact beyond the value of the RLF funds themselves.

**2.a.ii. Types of applicants and targeted marketing strategy:** The types of applicants for loans and subgrants through the RLF are municipalities and not-for-profit-organizations who own and are facilitating brownfield redevelopment projects, as well as the private sector developers with whom they are often collaborating on these projects via public-private partnerships. Our previous success with Easton Redevelopment Authority (municipal entity), the First Regional Compost Authority (Quasi-Municipal entity) and the Artsquest Steel Stax non-profit corporation was largely dependent on their access to private capital and leveraging of private partnerships. Through LVLRI, we will market the RLF through local and regional media outlets, direct mail and brochure distribution, and through the County and LVEDC/LVLRI websites. The target

audience for these marketing efforts will be municipalities, local economic development agencies, and neighborhood associations, as well as property owners and business owners who are involved and/or concerned about brownfield properties (real estate developers, banks, realtors, appraisers, environmental engineers, etc.). A strong focus will be made to market the resource for developers in the urban centers where there are sensitive populations. Preference will be provided during selection to projects that address public health issues for residents while improving the economic conditions for the community, both by adding jobs and increasing the community's tax base.

**2.a.iii. Description of team structure and roles to implement program described in 2.a.i:** As noted above, the County plans to continue its long and successful history of partnering with the LVLRI to oversee and manage the regional brownfields program. The County will negotiate the terms of the loan agreements and ensure that the subgrant recipients adhere to the conditions and financial accountability of the grant. LVLRI staff will serve as the project manager, overseeing the management of the project by coordinating with all appropriate parties: client, environmental professionals, and regulatory bodies. The LVLRI has established an existing framework of support from representatives from various economic development organizations and banks who currently participate as part of the sub-committee to help ensure that the program follows reasonable, effective and prudent lending practices. The potential clients will have one point of contact at the County as well one contact at the LVLRI.

The **appropriateness and safety of the cleanups** completed through RLF funds will be ensured in several ways. First, our commitment that all cleanups completed with RLF funds will be entered into the state's voluntary cleanup program ensures PA DEP oversight and that the cleanup will meet all requirements of the state's Act 2 Program. Additionally, the County intends to work with a qualified environmental professional with appropriate technical expertise in order to oversee the development and implementation of cleanup plans completed through the RLF.

**2.b. Budget for EPA funding, tracking and measuring progress, and leveraging other resources**

**2.b.i. Budget Tables** Tables 4 (Loans) and 5 (Subgrants) illustrate how we plan to use the requested RLF funding and identify the source of the required cost share. As the tables show, because of our experience of successful implementation of previous RLF grant funding, we are in position to put the vast majority of RLF funds (\$900,000) toward cleanup work.

**Cleanup, Community Involvement and Programmatic Requirements Task Descriptions:**

**Cleanup:** This task includes the costs required to complete the actual site remediation work. We currently anticipate providing 2 to 3 loans ranging from approximately \$100,000 to \$250,000 each and 2 to 3 subgrants also ranging from approximately \$100,000 to \$200,000 each. Borrowers/subgrantees will be required to contribute approximately 20% – 25% of eligible cleanup costs for each site through non-federal sources, fees, or a combination thereof, thus fulfilling the cost share requirements for the RLF. As the tables indicate, we plan to use the vast majority of funds to complete cleanups at brownfield sites.

**Community Involvement:** The County is committed to involving the community in virtually all aspects of the project. As part of these efforts, we plan to implement a Community Involvement Plan to ensure that the public has an opportunity to learn about and provide input into cleanup decision-making processes. These will adhere to the stringent public involvement requirements associated with remediation projects enrolled in the state's

Voluntary Cleanup Program **Programmatic Requirements:** Funding budgeted under this task will be used to complete activities as required by the EPA Brownfields grant program, including coordination with EPA grant project management staff, etc. We plan to utilize the services of a qualified professional environmental engineering firm (competitively procured) to analyze potential cleanup alternatives and to ensure that cleanup plans are protective of human health and the environment and comply with EPA standards and applicable PA DEP voluntary cleanup standards. The County will not use any grant funds to pay for administrative costs.

Table 4: Budget for Loans				
Budget Categories	Project Tasks for Loans			
(programmatic costs only)	Task 1: Cleanup	Task 2: Project Management and Community Involvement	Task 3: Programmatic Requirements	Total
Personnel		\$5,000	\$10,000	\$15,000
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual		\$5,000	\$30,000	\$35,000
Loans	\$450,000			\$450,000
Other				
<b>Subtotal</b>	<b>\$450,000</b>	<b>\$10,000</b>	<b>\$40,000</b>	<b>\$500,000</b>
<b>Cost Share</b>	<b>\$100,000</b>			<b>\$100,000</b>
Table 5: Budget for Subgrants				
Budget Categories	Project Tasks for Subgrants			
(programmatic costs only)	Task 1: Cleanup	Task 2: Project Management and Community Involvement	Task 3: Programmatic Requirements	Total
Personnel		\$5,000	\$10,000	\$15,000
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual		\$5,000	\$30,000	\$35,000
Subgrants	\$450,000			\$450,000
Other				
<b>Subtotal</b>	<b>\$450,000</b>	<b>\$10,000</b>	<b>\$40,000</b>	<b>\$500,000</b>
<b>Cost Share</b>	<b>\$100,000</b>			<b>\$100,000</b>
<b>Total EPA Funds</b>	<b>\$900,000</b>	<b>\$20,000</b>	<b>\$80,000</b>	<b>\$1,000,000</b>
<b>Total Cost Share</b>	<b>\$200,000</b>			<b>\$200,000</b>

**2.b.ii. Description for tracking and measuring progress of short and long term outcomes and outputs:** Performance measures (outputs and outcomes) will be requirements of loan and/or subgrant recipients and contractors. These measures will be reported to the County and the

LVLRI on a quarterly basis. All plans will be developed in cooperation with the County and professionals engaged through the LVLRI. Outputs and outcomes from the use of RLF funds will be shared with the public by posting it on LVLRI's website. This information will also be shared with EPA as outcome/outputs occur, as well as via timely and thorough quarterly progress reports, Property Profile Forms, and ACRES database uploads.

**Outputs:** (1) Community Involvement Plans developed; (2) Analyses of Cleanup Alternatives completed; (3) Documentation supporting community involvement in the consideration of cleanup alternatives; (4) Approved Cleanup Plans developed to meet appropriate federal and state guidelines and community expectations for the site; (5) Approved Quality Assurance Plans and Health and Safety Plans completed; (6) Loan/subgrant agreements executed; (7) Brownfield sites cleaned up (as documented by Site Remediation Reports); (8) Timely/accurate Quarterly Progress Reports, Property Profile Forms (using ACRES), MBE/WBE Utilization Reports, Financial Status Reports, and Close Out Reports.

**Outcomes:** (1) Amount of contaminants removed/ exposure eliminated; (2) Acres of brownfields remediated; (3) Other local/state/federal resources leveraged; (4) Cleanup/redevelopment jobs created; (5) Permanent jobs created or retained; (6) Increase in local/county tax revenue; (7) Acres of greenspace/recreational properties created for the community.

### **2.b.iii. Leveraging**

The County and LVLRI have extensive experience leveraging funding and financing to support brownfield cleanup and redevelopment projects. Through our three previous RLF successes, we have leveraged approximately \$19 million in public dollars. For example: for the Silk Mill project in Easton, the Easton Redevelopment Authority used funds beyond the \$477,000 RLF loan and subgrant, including funds from the Northampton County General Purpose Authority (\$15,000 - grant); Northampton County Industrial Development Authority (\$250,000 – loan and \$11,200 - grant); PA-Industrial Sites Reuse Program (\$1,000,000 - grant); PA- Redevelopment Capital Assistance Program (\$3,579,297 - grant); EPA Brownfields Assessment dollars (\$140,000 – technical assistance); and an EPA Brownfields Cleanup Grant (\$200,000 - grant); LVEDC Marketing Grant (\$15,000 – grant); State Funds (\$115,000 – grant); Preserve America (\$150,000 – grant); and Pennsylvania Historic Museum Commission (\$25,000 – grant). In addition to continuing to leverage these types sources, if awarded RLF funding, the Northampton County and LVLRI partnership would identified other programs as they are applicable to the site such as: additional Tax Increment Financing, federal Historic Rehabilitation Tax Credits, and New Markets Tax Credits.

### **2.c. Programmatic Capability and Past Performance**

**2.c.i. Programmatic Capability:** Northampton County will be the Cooperative Agreement Recipient and will act as the Lead Agency and the lender/subgrantor for the grant. The County will negotiate the terms of loan agreements and ensure that subgrant recipients adhere to the conditions of the grant. As the Lead Agency, the County will ensure financial accountability of the subgrant recipients. LVEDC's LVLRI Coordinator will be the project manager through which they will facilitate meetings and oversee the management of the project by coordinating with all appropriate parties: client, environmental professionals, and regulatory bodies.

**Oversight of compliance** with legal and regulatory requirements and submission of fiscal, programmatic, and audit reports will be done primarily by Northampton County's Community

Development Administrator, Lori Sywensky. Payments for sub-recipients will be invoiced to her department and reviewed by the County's Department of Fiscal Affairs. She will review for compliance with Davis Bacon and other statutory requirements. All disbursements within the County's Fiscal Year are reviewed annually by an independent auditor and the Office of the Controller.

In addition to administering previous EPA RLF projects, Ms. Sywensky is responsible for the administration of several other County grant programs, including several through HUD, the PA Department of Conservation and Natural Resources, the Department of Environmental Protection, and the Department of Community & Economic Development, as well as the administration of initiatives funded through local fees and taxes. Her prior experience includes serving as Planning Manager of the Commonwealth of Pennsylvania's Commission on Crime and Delinquency's Victims' Services Program, where she administered over \$30 million annually in state and federal Department of Justice funding. Prior to that, she served as Director of the YWCA's Wise Options crime victims' center in Williamsport, Pennsylvania.

LVEDC, through its LVLRI program, will act as the both **program support and site manager** Under the RLF, they will continue the role as program manager and will prepare quarterly reports, FSR, FCT, and DBE forms. The LVLRI advisory committee that will review potential projects, advise on the development and implementation of cleanup plans, and help ensure that all efforts meet the regulations of CERCLA. As Site Manager for the RLF, LVLRI will facilitate meetings and oversee the management of the project by coordinating between EPA, PA DEP, the County, and borrowers/subgrantees. In addition PA DEP will review Cleanup Plans and ABCAs. PA DEP possesses the appropriate expertise to manage environmental remedial activities that are conducted under CERCLA and other federal/state programs. LVEDC's environmental consultant will make site visits during the cleanup activities and file final reports at the conclusion of the remediation work.

Staffing for LVLRI includes the Director of Land Recycling, Holly Edinger, and the Land Recycling Coordinator, Tracy Yenolevich. Ms. Edinger currently oversees the reporting on two EPA Community Wide Assessment Grants and an RLF for Lehigh County. She has over five years experience in grant management and over 13 years in project development. Prior to joining LVEDC Ms. Edinger served as a Main Street Manager for the borough of Quakertown, PA, where she administered grants from Pennsylvania's Department of Community and Economic Development and Department of Transportation. Ms Yenolevich has worked at LVEDC since 2008 and earned her Master's degree in Environmental Policy Design from Lehigh University.

The County and LVEDC have standard systems in place to **retain project leadership or recruit qualified staff**. Both have included other key staff from their respective offices to ensure continuity. Should staff members involved in management of the program move on from their organization, work items would be transitioned, in the interim, to these individuals. During this transitional period, the members of the LVLRI advisory committee could advise and assist in implementing the critical elements of the program.

The County will ensure that any qualified environmental professionals necessary to add technical expertise will be selected following a **procurement process** which complies fully with the competitive procurement provisions of 40 CFR 31.36. By engaging the qualified environmental professional early in the process, we will be able to ensure appropriate technical expertise is utilized in the development cleanup alternatives analyses, remediation alternative

selection, cleanup plan development, quality assurance and health/safety plan creation, and throughout the cleanup itself.

**2.c.ii. Adverse Audits:** Neither the County nor LVEDC has outstanding adverse audit findings.

**2.c.iii. Past Performance:** Northampton County has been the direct recipient of 3 previous EPA Brownfields grants, each of which has been implemented in partnership with LVEDC. In July 2010, Northampton County's ARRA-funded RLF project was showcased in EPA Region 3's quarterly e-newsletter, "Land Revitalization Update."

A summary of the **expenditures, compliance, and accomplishments for the 3 previous Northampton County grants** is provided below.

**A) 1998 EPA Brownfields Assessment grant:** *closed 2004.*

**Funds Expenditure:** The entire \$200,000 of this grant was spent. **Compliance with grant requirements:** Workplan commitments and Cooperative Agreement terms and conditions were satisfied. The original schedule was extended due to challenges in identifying eligible users of the funds. All quarterly reports and MBE/WBE Reports were filed on time. Property Profile/ACRES Reports on each project were filed 2-3 times per year. Financial Status Reports and Closeout Forms were filed in a timely manner. **Accomplishments:** There were four phase I ESA's and two phase II ESA's completed through this Pilot grant. This grant allowed the creation of the first Lehigh Valley Brownfield inventory that set the basis for future brownfield grant opportunities in the area.

**B) 2000 EPA Revolving Loan Fund Grant:** *closed 2010.*

**Funds Expenditure:** The entire \$500,000 was loaned or subgranted. **Compliance with grant requirements:** Workplan commitments and Cooperative Agreement terms and conditions were satisfied. The original schedule was extended due to challenges in identifying eligible users of the funds. All quarterly reports and MBE/WBE Reports were filed on time. Property Profile/ACRES Reports on each project were filed 2-3 times per year. Financial Status Reports and Closeout Forms were filed in a timely manner. **Accomplishments:** Easton Redevelopment Authority utilized a \$277,000 loan and \$200,000 subgrant to leverage approximately \$5.5 million in other public funds. The loan and subgrant assisted the Easton Redevelopment Authority in cleaning up asbestos at the site. The site is currently has a committed developer.

**C) 2009 ARRA Supplemental Revolving Loan Fund grant:** *closed 2010.*

**Funds Expenditure:** This \$300,000 grant was used to help redevelop the hammer electric shop at the Former Bethlehem Steel brownfield. \$262,500 was expended and the balance of \$37,500 was returned because the cleanup came in under the estimated cost. **Compliance with grant requirements:** Workplan commitments, project schedule, and Cooperative Agreement terms and conditions are being satisfied. All reporting requirements per ARRA and EPA regulations and guidelines were met in a timely and accurate manner. **Accomplishments:** Remediation of the site was completed in August 2010. A non-profit developer built a community arts center on the site.

Northampton County's partner, LVEDC, had 6 previous brownfields assessment grants administered through the LVLRI. Five of those grants are closed and have contributed to the following successes: *Governor's Award for Environmental Excellence* (April 2011), *Program of the Year* from the Northeastern Economic Developers Association (September 2009); and *EPA Region 3 Environmental Achievement Award* (September 2008). Outcomes of these past grants include the development and maintenance of the regional GIS-based brownfield inventory, which has been named by EPA Region 3 as a brownfields grantee "best practice."

### 3. Community Engagement and Partnerships

**3.a. Plan for Involving Community:** We believe that for any redevelopment program to be successful, it must be responsive to the needs of the community it serves and not driven by, “the top down.” In order to achieve this level of responsiveness, virtually all of our brownfields redevelopment efforts are based in community partnerships. The LVLRI works to provide visioning and strategic planning opportunities and relies heavily on input from its advisory members representing municipal governments, private for-profit businesses, economic development professionals, community-based non-profits, and environmental advocacy groups. This structure assures significant community involvement in site selection and other decision-making processes relating to brownfields.

In the cleanup and reuse planning process, the involvement is ensured in part through the state’s Voluntary Cleanup Program, which includes extensive public involvement, allowing the community to participate in clean up and land use decisions. Municipalities, their Environmental Advisory Committees, public health organizations, regional environmental groups, and the general public will be invited to participate in cleanup planning through public meetings. The LVLRI will publicly advertise and coordinate meetings in which interested parties can learn about cleanup options in an open dialogue with representatives of PA DEP, EPA, project developers, and environmental consultants. The agencies and the project management team will be asked to present various cleanup options to the public, who will be allowed to provide input toward selection of the appropriate cleanup methodology. This scenario will ensure that the cleanup plan not only meets the needs of the brownfield site, but also the most sensitive members of the surrounding community.

Community groups will also be involved in engaging community members and formulating brownfields reuse plans. **Public meetings** will be held in which the project management team will present the proposed uses for the site. Interested parties will be able to provide reuse comments and suggestions directly to the management team at this time. The public will also be involved in formulating reuse plans through municipal zoning and planning approvals processes. These processes will ensure that neighboring property owners, as well as the community at large have the opportunity to impact the reuse plans for the brownfield site. Existing groups such as West Ward’s Neighborhood Partnership and the Borough Business Revitalization network will be key in engaging residents and community members.

All project related meeting notices and successes will be **advertised** through the LVLRI website, by conducting outreach seminars and workshops, through editorial placements in local and regional media, through the state-wide PA DEP electronic newsletter, and by attending municipal and community-group meetings as appropriate. Specific successes achieved with EPA grant funding will be communicated through these means, as well as through publicly advertised meetings. As appropriate, we will leverage our existing partnership with Northampton Community College to provide communication in languages indigenous to the local community at public meetings and seminars. We will also promote the progress of the program in the main Lehigh Valley Spanish-speaking publication *El Hispano*.

**3.b. Current efforts and plans to develop partnerships:** One of current strengths on which we can capitalize is our existing network of strong regional partnerships. The County serves on various related boards, such as the Lehigh Valley Sustainability Consortium, Renew Lehigh Valley, the Community Action Agency of the Lehigh Valley, the Lehigh Valley Planning Commission, and the Workforce Investment Board, among many others, which will aid in

promoting the highest and best use of these funds, including identification of employment opportunities for our residents during and following redevelopment and ensuring redevelopment is in line with exis. In addition, we will work with municipal Environmental Action Committees, which are environmental advocacy groups within several of the municipalities in the region, to ensure cleanup sustainability. We will also expand existing partnerships with city and county health departments to be sure that public health issues are addressed during cleanup and redevelopment projects.

One of our most valuable partners in the regional brownfields program is PA DEP. Owners and developers value PA DEP's Voluntary Cleanup Program for the liability protections it affords, and the LVLRI values the program because it provides guidelines for the safe and sustainable cleanup and redevelopment of sites. Our long-standing relationship with PA DEP coupled with our commitment to require that all RLF cleanups enter the state's Voluntary Cleanup Program allows us to leverage PA DEP's vast cleanup experience to assure that brownfields in the region are cleaned up to appropriate levels.

The Lehigh Valley Workforce Investment Board recently received funding through the American Recovery and Reinvestment Act and created a job training program called Pathways to Green Jobs. This program is designed to provide training, education, and job placement assistance to re-engage some of the hardest-to-serve populations in the region seeking pathways into employment opportunities in green industries and occupations. Northampton County and LVEDC will look to utilize and partner with the employers that are a part of this program and make use of the newly trained workforce when possible.

**3.c. Key community based organizations:** The County and LVEDC partner with various community-based groups to ensure the sustainability of cleanup projects. Several of these groups serve on LVEDC's brownfields Committee, working to ensure that cleanup and redevelopment plans are sensitive to the natural surroundings, as well as to the sensitive populations which often live in the surrounding neighborhood. Letters from each community based organization partner are provided in *Attachment C*.

**Lehigh Valley Economic Development Corporation (LVEDC) Description:** LVEDC is the regional 501c3 not-for-profit economic development agency for Northampton and Lehigh Counties, PA. LVEDC performs several functions including marketing, business retention/attraction, brownfield redevelopment, and business financing. **Role:** LVEDC implements the regional brownfields redevelopment program and has committed to continuing this partnership with the County through future RLF funding.

**Greater Lehigh Valley Chamber of Commerce (GLVCC) Description:** GLVCC is the Chamber of Commerce covering greater Northampton, Lehigh, and portions of surrounding Counties. The Chamber works to continuously improve the business climate and create growth opportunities for the Greater Lehigh Valley region. **Role:** GLVCC operates several programs, including the Main Street Initiative, focused on supporting business growth and development in downtowns and urban core communities. GLVCC has committed to partner with the County to find opportunities to use RLF funds to turn around blighted and underutilized properties in our downtowns.

**Community Action Committee of the Lehigh Valley (CACLV) Description:** CACLV is a 501c3 non-profit community action organization that works to improve quality of life by building a community in which all people have access to economic opportunity, the ability to pursue that opportunity, and a voice in decisions that affect their lives. **Role:** CACLV will

work with the County to gain community input through its various neighborhood-based programs and initiatives, such as in Easton's West Ward and in South Bethlehem..

**Green Knight Economic Development Corporation (GKEDC)** *Description:* The GKEDC was formed in March 1999 as a non-profit 501c3 with the mission of stimulating economic development and supporting local social services organizations using funds generated from the operation of a Methane gas-to-energy plant at the Waste Management landfill in northern Northampton County, PA. *Role:* The GKEDC partnered with the County on the redevelopment of former slate quarry lands as a several acre industrial site that now houses a national manufacturing operation. The GKEDC is committed to working with the County to support additional development opportunities in the Slate Belt region of the County.

#### **4. Program Benefits**

**4.a. *Welfare and/or public health:*** We view the protection of human health and the environment as the most important goal of brownfields redevelopment. As such, the success of any program depends on facilitating the removal of environmental threats and prevention of future threats to the community. We believe that conducting a thorough environmental assessment and completing responsible cleanup of contamination is priority #1. Making the site safe for future occupants, adjacent property owners, and the community at large is the basis for all redevelopment efforts that may follow.

The LVLRI maintains a GIS-based database of over 100 brownfields in the region (over 41 of which are in the County). Out of the 41 sites, 27 are vacant. These vacant properties are the target for assessment work to help redevelop these holes in the community that expose children and the community to hazardous materials and a dangerous recreational environment. The inventory also allows us to examine which properties might be posing a threat to water supplies, surface waters, public recreation areas, schools, or residential areas with a high percentage of sensitive populations.

***Potential Sites:*** A former quarry known as the "Beers Property" had one of PA's worst tire removal actions completed. The property still needs significant redevelopment incentives to attract developers to turn it around so it is not a threat to human health and the environment. Another site, a former locomotive repair house and rail yard called the former "Scotty's Fashions" building in Pen Argyl Borough, is located directly behind the main residential corridor of the borough and next to a place of worship. These two sites are currently being characterized using EPA assessment dollars and will be ready for remediation in the future. Many sites have been prioritized by the County and will be redeveloped if agreement can be reached with the existing owner. For example, "Black Diamond Enterprises" in Easton is a large building with broken windows and no fencing around the perimeter. Being located next to a residential neighborhood, the abandoned property leaves these unstable buildings open to vandals and trespassers and leads to an increased risk for children who may access the property for shelter or mischief.

Targeting these sites will also assist with the larger overall goal of smart growth. By making former sites reusable there will be less need for new construction and infrastructure on undeveloped farm land and promoting green initiatives such as reducing worker commutes due to the location of sites already nearby residential corridors. By utilizing sites that are currently able to be rail served and that are within one mile of Lehigh and Northampton Transportation

Authority stops, there will be a reduction on the dependence on car travel resulting in better air quality, reduction in green house gases and dependency of fossil fuel.

**4.b. *Economic benefits and greenspace:*** The brownfield initiative is one way in which the regional economic development corporation, LVEDC, works to encourage smart, managed growth in the community. RLF funds will help Northampton County and LVEDC facilitate the reuse of underutilized and abandoned sites, thus creating jobs and expanding the local and county tax base by leveraging private investment. New businesses that locate at redeveloped sites will provide an expanded diversity of employment opportunities for the residents of communities in most need. The grant will also help to remove blight that often discourages investment in neighboring and other surrounding properties.

Ongoing brownfields-to-greenspace projects with which Northampton County and LVEDC are involved include the redevelopment of a former graphite mill as part of the expansion of Sand Island Park in Bethlehem and the redevelopment of 10 acres as part of the Bushkill Creek Corridor Revitalization Project in Easton. Through these experiences, Northampton County and LVEDC are familiar with what it takes to make a brownfields-to-greenspace project a success. Open space activities to be completed with EPA funding compliment Northampton County's ongoing bond issue-funded open space preservation program, which provides money for municipalities to purchase development rights on existing open spaces, as well as to purchase brownfields for conversion to open space. We plan to use RLF funds in conjunction with our open space program to close an important funding gap in the conversions of brownfields to open space.

**4.c. *Environmental benefits from infrastructure reuse/sustainability reuse:*** The redevelopment of brownfields is a tremendous means by which to support sustainable development and smart growth in the community. In addition to the direct environmental benefits inherent in the removal of contaminants from our environment, the positive environmental impacts of the RLF will reach well beyond the boundaries of the sites that are cleaned up. We plan to incorporate into our RLF site-selection process the developer's willingness to utilize sustainable development techniques like using renewable energy sources, recycled/energy efficient materials, native landscaping, on-site storm water infiltration, and green building technologies as appropriate. By helping facilitate infill development in urban communities, the grant will also encourage non-motorized transportation, thus reducing fuel consumption and diesel emissions.

As with all programs supported through the county's community and economic development efforts, the ability of a project to meet many objectives of community development are highly prioritized. We know our responsibility is not just to remove contamination; the public investment needs to promote a healthy neighborhood and a vibrant community. As identified by the Brookings Institute in its 2007 report, "Back to Prosperity: A Competitive Agenda for Renewing Pennsylvania, A Profile of Lehigh Valley," one of the five strategies we should act on to bolster the Lehigh Valley's capacity to grow and compete is to, "Promote large-scale reinvestment in older urban areas. Pennsylvania should make itself a world-leader in devising policies and programs to bring the region's cities back to life by encouraging wholesale land reclamation and redevelopment." This RLF is a key step in implementing this strategy.

Attachment A

LETTER FROM PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



# pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Environmental Cleanup and Brownfields  
November 17, 2011

**RECEIVED**  
NOV 21 2011

**Department of Community &  
Economic Development**

Lori Sywensky  
Community Development Administrator  
County of Northampton  
Department of Community & Economic Development  
669 Washington Street  
Easton, PA 18042

Dear Ms. Sywensky:

The Pennsylvania Department of Environmental Protection is pleased to support your efforts to redevelop brownfield properties in your community. Returning such environmentally challenged and underutilized land and buildings to productive use improves our environment, safeguards our residents, and helps boost Pennsylvania's economy.

PA DEP supports Northampton County's application for a U.S. EPA Brownfields Cleanup Revolving Loan Fund Grant in the amount of \$500,000. A successful grant award to Northampton County would significantly advance redevelopment opportunities in both counties of Northampton and Lehigh. The County's efforts to re-examine the redevelopment potential of aggregated, underutilized sites to create renewed neighborhoods and business districts in Pennsylvania is a worthwhile endeavor.

Both Central Office and Regional Office Staff in the Land Recycling Program look forward to supporting Northampton County and U.S. EPA Region 3 on this project.

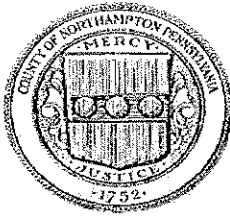
If you have any questions, please contact M. Thomas Mellott by email at [mtmellott@pa.gov](mailto:mtmellott@pa.gov) or by telephone at 717-783-7816.

Sincerely,

Denise Brinley  
Bureau Director

Attachment B

LEGAL OPINION FROM NORTHAMPTON COUNTY SOLICITOR



# COUNTY OF NORTHAMPTON

---

## OFFICE OF THE SOLICITOR

NORTHAMPTON COUNTY GOVERNMENT CENTER

669 WASHINGTON STREET

EASTON, PA 18042

TELEPHONE: 610-559-3184

FAX: 610-559-3001

Karl F. Longenbach

County Solicitor

DAVID M. BACKENSTOE

First Assistant

Assistants:

Chris Spadoni, Esq.

Jill E. Mancini, Esq.

Martricia McLaughlin, Esq.

Ellen Kingsley, Esq.

Curtis Creveling, Esq.

November 16, 2011

Ms. Lori Sywensky

Community Development Administrator

County of Northampton

669 Washington Street

Easton, PA 18042

*Re: EPA - Brownfields Revolving Loan Fund*

Dear Ms. Sywensky,

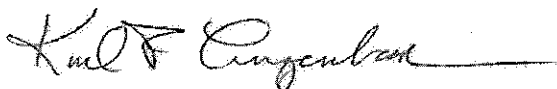
As requested, I have reviewed relevant state law and local ordinances related to the County of Northampton's (County) authority to fulfill the duties necessary to implement a Brownfields Revolving Loan Fund Grant through the United States Environmental Protection Agency.

Under the County of Northampton's Administrative Code, the County has legal authority to access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a sub-grant. The Northampton County Department of Community and Economic Development (DCED) was created under Ordinance No. 321 of 1998 and as amended by Ordinance No. 478 of 2007 to develop, implement, and monitor grants, contracts, and agreements that enhance economic development, and improve the quality of life in Northampton County. Through this authority, DCED has established a "Brownfields Revolving Loan Fund" (RLF) on behalf of the County to administer funds provided by the US Environmental Protection Agency (EPA) under its Brownfields Cleanup Revolving Loan Fund grant program (BCRLF), whereby funds may be granted or loaned to an entity to redevelop contaminated sites to support local economic and community development efforts.

The County's Administrative Code describes its legal authority to perform the actions necessary to manage a revolving loan fund, including, but not limited to the authority and ability to hold funds, make loans, enter into loan agreements, and collect repayments in Article IV, Department of Fiscal Affairs. Further, as per the County's Home Rule Charter, the County Council may, through adoption of an ordinance, purchase, convey, lease or authorize the purchase, conveyance or lease of any real property of the County. Under this structure, the County has assigned subordinate mortgages to secure the BCRLF investment. Repayments are maintained in a special revenue account maintained by Fiscal Affairs.

If you have any further questions, please feel free to contact me at your convenience.

Sincerely yours,

A handwritten signature in cursive script, reading "Karl F. Longenbach", followed by a horizontal line.

Karl F. Longenbach, Esquire  
County Solicitor

# NORTHAMPTON COUNTY COUNCIL - EASTON, PA.

Ordinance No. 478      SESSION 2007      Bill No. 527

Introduced by Ann McHale and Diane Neiper on December 13, 2007

Enacted January 18, 2008      Effective February 17, 2008

Title: AN ORDINANCE AMENDING NORTHAMPTON COUNTY  
ADMINISTRATIVE CODE ARTICLE XX - DEPARTMENT OF  
COMMUNITY AND ECONOMIC DEVELOPMENT

WHEREAS, Northampton County Home Rule Charter Section 905. Administrative Organization provides that: "The County Executive shall have the power to organize and reorganize the structure of the agencies under his direction and supervision and to assign and reassign their functions, powers, and duties by submitting to the County Council a written proposal on the matter. If the County Council fails by resolution to reject or by ordinance to adopt or to modify such a written proposal within sixty (60) days after the date of its submission, such written proposal shall have the force and effect of an ordinance amending the Administrative Code."

WHEREAS, Section 202(1) and 602(a)(1) of the Home Rule Charter empowers Northampton County Council to adopt and repeal Ordinances for the purpose of amending the Northampton County Administrative Code.

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED, By the Northampton County Council that Northampton County Administrative Code Article XX - DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT shall be amended as indicated hereafter (sections marked with ~~strikeout~~ have been deleted and sections marked with bold underline have been added):

## ARTICLE XX

### DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

Section	20.01	Organization
	20.02	Duties
	20.03	<del>Authorities and Public Finance</del>
		<u>Economic Development Division</u>
	20.04	<del>Community Development and Grants Division</del>

#### Section 20.01 Organization

a. The Department of Community and Economic Development shall be headed by a Director who shall be responsible to the County Executive for the administration, supervision and operation of the Northampton County Department of Community and Economic Development. The Director of the Department of Community and Economic Development shall be an exempt cabinet-level position directly responsible to the County Executive. In accordance with Northampton County Home Rule Charter Article VIII, Section 802, the Director of the Department of Community and Economic Development shall be entitled to hire one confidential or clerical employee, who shall be in the exempt service. The specific nature of the duties of the Director of Community and Economic Development in coordinating the administration of community and economic development programs and initiatives shall be determined by the County Executive.

b. The Department of Community and Economic Development shall be organized into the following Divisions:

- (1) ~~Authorities and Public Finance~~ Economic Development Division; and
- (2) ~~Community Development and Grants~~ Division.

#### Section 20.02 Duties

The Director of the Department of Community and Economic Development, in person or through subordinates, shall:

- (1) supervise, administer and implement the Northampton County Economic Development Initiative;
- (2) serve as the Northampton County staff representative to the Lehigh Valley Economic Development Corporation (LVEDC), and shall coordinate all activities between Northampton County and the LVEDC;
- (3) determine the long and short-range goals, programs, as well as strategic plans, and shall develop general policies for

the implementation of same;

(4) confer with, and advise the County Executive on the development, progress, and performance of economic development initiatives and activities; and

(5) supervise and manage all staff personnel within in the Department;

(6) monitor and oversee all contracts, and/or professional service agreements, pertaining to economic development activities in the County; and

(7) perform such other duties and functions as are assigned by the County Executive.

Section 20.03 ~~Authorities and Public Finance Economic Development~~  
Division

The head of the ~~Authorities and Public Finance Economic Development~~ Division shall be the ~~Authorities Coordinator Economic Development Administrator~~, who shall report directly to the Director of the Department of Community and Economic Development. The ~~Authorities and Public Finance Coordinator Economic Development Administrator~~, in person or through subordinates, shall:

(1) be responsible for administration, regulatory compliance, technical understanding and implementation of policies and procedures of the following Authorities: the Northampton County Higher Education Authority, the Northampton County Hospital Authority, the Northampton County General Purposes Authority, and the Northampton County Industrial Development Authority; and

(2) assist qualified applicants in the application process for authority financing, and shall assist in the compliance with applicable laws, rules and regulations of the Commonwealth of Pennsylvania, pertaining to: the Northampton County Higher Education Authority, the Northampton County Hospital Authority, the Northampton County General Purposes Authority, and the Northampton County Industrial Development Authority, the Northampton County

Loan and Development Fund, the ~~Northampton County Affordable Housing Program~~, as well as any other viable economic development opportunities.; and

(3) work in partnership with other County economic development organizations to promote and to provide oversight and direction for economic development activities throughout Northampton County; and

~~(3)~~ (4) maintain all records and documents until closure, until projects are completed, and/or until obligations have been met; and

~~(4)~~ (5) document, track, and certify all applicable fees pertaining to the administration of projects which are processed through the Northampton County Department of Community and Economic Development; and

(6) work with the Director of Fiscal Affairs to develop and implement capital financing plans; and

~~(5)~~ (7) perform such other duties and functions as are assigned by the Director of the Department of Community and Economic Development, and/or the County Executive.

#### Section 20.04 Community Development and Grants Division

The head of the Community Development and Grants Division shall be the Community Development and Grants Coordinator ~~(Grants Coordinator Administrator.~~ The Grants Coordinator Community Development Administrator shall report directly to the Director of the Department of Community and Economic Development, and shall in person or through subordinates, shall:

(1) be responsible for administration, statutory compliance, technical understanding and implementation of policies and procedures of Community Development Grant Programs including Community Development Block Grants, Emergency Shelter Grants, HOME, Affordable Housing Trust Fund Program;

~~(1) administer the Community Development Block Grant program, and shall ensure compliance with all Federal, State and local rules and regulations;~~

(2) assist municipalities in all aspects of the CD related BG grant application process;

~~(3) responsible for securing grants that enhance economic development, and improve the quality of life, in Northampton County; and develop, implement and monitor new grant programs that enhance economic development, and improve the quality of life in Northampton County; and~~

(4) perform such other duties and functions as are assigned by the Director of the Department of Community and Economic Development, and/or the County Executive.

Effective Date: This ordinance shall become effective thirty (30) days after date of enactment.

This ordinance was advertised on the 17th day of December 2007, and was adopted by the Northampton County Council on the 17th day of January 2008.

Attest:

Frank E. Flisser

Frank E. Flisser  
Clerk to Council

Ann McHale

Ann McHale  
County Council President

John Stoffa

John Stoffa  
County Executive

Attachment C

LETTERS FROM  
COMMUNITY BASED ORGANIZATION PARTNERS

November 18, 2011

Ms. Lori Sywensky  
Community Development Administrator  
County of Northampton  
669 Washington Street  
Easton, Pa 18042

**RECEIVED**  
NOV 22 2011

Department of Community &  
Economic Development

Dear Ms. Sywensky,

As the largest Chamber of Commerce in Pennsylvania and New Jersey, The Greater Lehigh Valley Chamber of Commerce (GLVCC) represents nearly 5000 members in the Greater Lehigh Valley. One of our primary programs is our Main Street Initiative, which is focused on improving the region's downtowns and central business districts through targeted investments in façade improvements, streetscape designs, sidewalk beautification and other enhancements. The program is supported by a private-public partnership. We seek to supplement other public sector resources, investing in projects that enhance and beautify the downtown landscape for the purpose of attracting business, residents, and consumers to our city centers.

We work with many partners to implement this mission, including Lehigh County, Northampton County and the Lehigh Valley Economic Development Corporation, who administers the regional Brownfield redevelopment program. We understand that Northampton County is developing a proposal to bring EPA Brownfields Revolving Loan Fund monies to the region to support future redevelopment projects.

We have worked with Northampton County on many community development projects, including the administration of the Borough Business Revitalization Program, our award winning urban revitalization program. Northampton County has always proven itself to be a capable, competent partner that has gone above and beyond the call of what would normally be expected of any agency. Based on our previous experience with them, the GLVCC strongly supports these efforts and looks forward to partnering with the County. We fully expect them to use these funds to efficient and effective purposes and have every expectation that they will turn around blighted and underutilized properties in our downtowns and central business districts.

Sincerely,

  
**T. Anthony Iannelli**  
President & CEO, Greater Lehigh Valley Chamber of Commerce

**THE GREATER LEHIGH VALLEY CHAMBER OF COMMERCE**  
**OFFICES IN ALLENTOWN, BETHLEHEM, EASTON AND PHILLIPSBURG**  
Located at 840 Hamilton Street, Suite 205, Allentown, 18101, 561 Main Street, Bethlehem, Suite 200, 18018  
158 A Northampton Street, Easton, 18042, and 314 South Main Street, Phillipsburg, NJ 08865

[www.lehighvalleychamber.org](http://www.lehighvalleychamber.org) MAIN PHONE: 610-841-4582 MAIN FAX: 610-437-4907



November 17, 2011

Ms. Lori Sywensky  
Community Development Coordinator  
County of Northampton  
669 Washington Street  
Easton, PA 18042

Dear Ms. Sywensky,

As the entity that administers the regional brownfield redevelopment program in Northampton and Lehigh Counties, the Lehigh Valley Economic Development Corporation (LVEDC) wholeheartedly endorses Northampton County's application for a Brownfields Revolving Loan Fund grant from the US EPA.

Since Northampton County was awarded its first EPA Brownfield Assessment Pilot Grant in 1998, LVEDC has partnered with the County to implement the regional land recycling program, growing in effectiveness and community impact to become one of the most successful brownfield redevelopment initiatives in EPA Region 3. We were pleased to support Northampton County in the successful use of over \$750,000 in EPA RLF funding for the Steel Stacks Project and Simon Silk Mill.

The county has a clear track record of successful implementation of EPA Brownfields funding and we very much look forward to continuing our partnership with you and the US EPA.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly Edinger". The signature is fluid and cursive, with a long, sweeping underline.

Holly Edinger  
Director, LVLRI

# CACLV

16 November 2011

**RECEIVED**  
NOV 21 2011

Ms Lori Sywensky  
Community Development Coordinator  
County of Northampton  
669 Washington Street  
Easton PA 18042

**Department of Community &  
Economic Development**

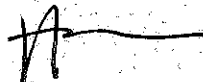
Dear Ms. Sywensky:

The mission of the Community Action Committee of the Lehigh Valley (CACLV) is to improve the quality of life by building a community in which all people have access to economic opportunity, the ability to pursue that opportunity, and a voice in the decisions that affect their lives. I can think of few endeavors that provide a stronger foundation for such a mission than redeveloping underutilized brownfield properties in our older urban communities. It is for this reason that CACLV has long been a supporter of Northampton and Lehigh counties' brownfield redevelopment program, the Lehigh Valley Land Recycling Initiative (LVLRI).

Our organization is committed to continuing to improve economic and social conditions for residents of these communities and we strongly support the county's efforts to bring additional resources to bear in these efforts through the EPA's Brownfields Revolving Loan Fund program. We will actively participate in this initiative in a variety of ways, such as helping advise on the selection of projects through participation on the LVLRI, engaging community residents and stakeholders in coordination with our neighborhood development initiatives and subsidiary corporations, and providing the opportunity for small businesses to use former brownfields as a new business opportunity by offering Start Your Own Business classes and start-up loans.

I strongly support Northampton County's application for the Brownfield RLF program and look forward to exploring ways we can work together to maximize the benefits of this resource for our communities.

Sincerely,



Alan L. Jennings  
Executive Director

**Community Action Committee of the Lehigh Valley**

1337 East Fifth Street, Bethlehem PA 18015 ♦ Phone: 610-691-5620 ♦ Fax: 610-691-6582 ♦ [www.caclv.org](http://www.caclv.org)

# GREEN KNIGHT

## ECONOMIC DEVELOPMENT CORPORATION

November 22, 2011

Ms. Lori Sywensky  
Community Development Administrator  
County of Northampton  
669 Washington Street  
Easton, PA 18042

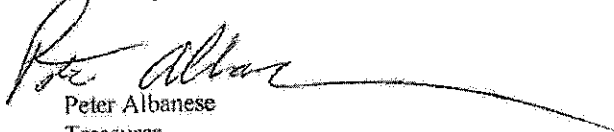
Dear Ms. Sywensky,

The Mission of the Green Knights Economic Development Corporation is: By efficiently running a not-for-profit landfill gas-to-energy plant-to (1) Stimulate economic development, (2) Support local non-profit organizations providing social services within the communities of Pen Argyl, Wind Gap, and Plainfield Township and (3) support education with local grants and scholarships. These three municipalities are located within the Northampton County borders and it is because of our mission that we support the brownfield efforts of Northampton County Departments of Community and Economic Development.

In the past, GKEDC has partnered with the County on the redevelopment of former slate quarry lands as a several acre industrial site that now houses a national manufacturing operation. The GKEDC is committed to working with the County to support additional development opportunities in the Slate Belt region of the County.

The County has a clear track record of successful implementation of EPA Brownfields funding and we very much look forward to continuing our partnership with you and the US EPA.

Sincerely,



Peter Albanese  
Treasurer

## Attachment D

### SPECIAL CONSIDERATIONS CHECKLIST

### Appendix 3 Special Considerations Checklist

Please identify (with an **X**) if any of the below items apply to your community or your project as described in your proposal. EPA will verify these disclosures prior to selection of the grant.

Community population is 10,000 or less

Federally recognized Indian tribe

United States territory

Applicant assisting a Tribe or territory

X Targeted brownfield sites are impacted by mine-scarred land

Targeted brownfield sites are contaminated with controlled substances

X Community is impacted by recent natural disaster(s)

Community demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation

Community experiencing plant closures (or other significant economic disruptions), including communities experiencing auto plant closures due to bankruptcy

X Applicant is a recipient of a HUD/DOT/EPA Partnership for Sustainable Communities grant